

30 AUG 1993

CHAPTER 5 - SUPPORT SERVICES FOR ACTIVE DUTY PERSONNEL AND COMMANDS

500. Introduction. This chapter outlines the pay, personnel, and passenger transportation support services that are provided by PERSUPP DETS to active duty personnel and commands. Support services are divided into two groups: those functions accomplished by the PERSUPP DET; and those which are accomplished partly by the PERSUPP DET and partly by the customer command (interface functions). Additionally, support services unique to overseas activities are addressed. Finally, residual pay and personnel administration functions which are the responsibility of the customer command are detailed. Chapter 6 addresses unique support services for submarines and chapter 7 for Selected Reserve personnel and Naval Reserve Activities.

501. PERSUPP DET Functions. The following functions shall be the responsibility of the PERSUPP DET.

a. Personnel Support Services

(1) Maintain officer and enlisted service records for personnel assigned to commands and activities supported, except those supported for pay only. Make entries to service record pages and file documents in the service record per the MILPERSMAN. Keep the record accurate and current at all times and verify records at times prescribed by the MILPERSMAN. Provide information and extracts from service records to authorized personnel.

(2) Prepare OCR documents/SDS events to report personnel actions as required by pertinent directives, complying with the PAYPERSMAN or SDSPROMAN, as applicable.

(3) Process PCS and TEMDU orders per the MILPERSMAN and OFFTRANSMAN or ENLTRANSMAN, as applicable. Inform member and/or command immediately on receipt of orders and any subsequent modifications/cancellations. Brief transferring personnel and their dependents, if applicable, on executing the orders, and requirements and entitlements in connection therewith. (See paragraph 502 below for interface functions.) Assist detaching personnel in the completion of the Travel Information Form (TIF). Submit form to Defense Finance and Accounting Service, Cleveland Center (Code FC) 3 days prior to detachment.

(4) Initiate required correspondence regarding individuals reporting without records and prepare temporary records.

30 AUG 1993

(5) Initiate required reports on personnel who fail to report for duty/temporary duty (TEM DU) if communication with member's previous duty station determines failure to report is not a result of order modification/cancellation.

(6) Liaison with the customer command and initiate required reports to member's previous duty station/transferring PERSUPP DET on personnel who report without fully complying with the transfer directive. Ensure that either the required transfer evaluation or Performance Information Memorandum (PIM) is on file. If not, initiate action to obtain missing information.

(7) Assist reporting personnel in preparing permanent change of station (PCS) travel claims including claims for dependents' travel and dislocation allowance.

(8) Submit and track availability reports, as required. Initiate tracer actions when required.

(9) Process officer and enlisted releases to inactive duty, discharges, retirements, Fleet Reserve transfers, reenlistments, extensions of enlistment, and agreements to remain on active duty per pertinent directives. (See paragraph 502 for interface functions.)

(10) Perform those leave accounting functions under the cognizance of the PERSUPP DET per SECNAVINST 7220.81. Process and report leave taken per the PAYPERSMAN or SDSPROMAN, as appropriate.

(11) Maintain ticklers for the Good Conduct Medal (GCM), and for the Armed Forces Reserve Medal and Naval Reserve Meritorious Service Medal (NRMSM) for all USNR personnel on active duty. Verify eligibility and prepare certificates (GCM and NRMSM only) for the signature of the customer command CO.

(12) Issue and control meal passes per the MILPERSMAN and provide required reports.

(13) Perform service record-based verifications and certifications for members and customer commands. Coordinate with the Disbursing Division when verification of pay is requested.

(14) Verify the Dependency Application/Record of Emergency Data (NAVPERS 1070/602 or SDS R25 event) at times

30 AUG 1993

prescribed by MILPERSMAN. Prepare new Page 2/R25 event when required.

(15) Verify/complete the Servicemen's Group Life Insurance (SGLI) form SGLV 8286 as prescribed by MILPERSMAN 5030240 and 6230120.

(16) Verify eligibility for enrollment in the Dependent Dental Plan (DDP) and prepare required event/document to report enrollment to DFAS-CL.

(17) Issue and control Armed Forces identification cards for active and inactive duty Navy personnel, and retired personnel of all services per the MILPERSMAN, NAVMILPERSCOMINST 1750.1A, and the Uniformed Services Cross-Servicing Agreement.

(18) Issue and control Uniformed Services Identification and Privilege cards (DD 1173) for active duty and retired members dependents and other benefits-eligible personnel, and Department of Defense Guard and Reserve Family Member Identification Card (DD Form 1173-1) to reserve dependents per NAVMILPERSCOMINST 1750.1A and the Uniformed Services Cross-Servicing Agreement.

(19) Update/Perform DEERS enrollment immediately after verification of entitlement to ID Card and benefits.

(20) Provide personnel locator services for customer commands.

(21) Maintain ODCRs and EDVRs for all supported UIC's per current directives. Provide a verified copy of the ODCR and EDVR to customer commands monthly. (PERSUPP DETS with SDS may provide EDVR facsimile reports instead).

(22) At PERSUPP DETS which have a personnel data base (SDS, Overseas PASS Interim Module (OPIM)), provide standard and ad hoc reports per mutual agreement to assist customer commands in personnel management.

(23) Order, maintain custody of, and administer performance tests, military leadership and Navy-wide advancement examinations for eligible personnel attached to customer commands. (See paragraph 502 for interface functions.)

30 AUG 1993

(24) Order and stock rate training manuals, answer keys, and Personnel Advancement Requirement (PAR) sheets in sufficient quantity to provide "off-the-shelf" service, whenever possible, to the population supported.

(25) Order officer and enlisted resident and non-resident correspondence courses for individuals. Track orders and initiate tracer actions, when required.

(26) Assist personnel in completing tuition assistance registration (NAVEDTRA 1560/6). Verify eligibility, sign the application in the appropriate block, and forward completed forms to the Navy Campus office. (At installations where there is no Navy Campus office, the PERSUPP DET will forward completed applications directly to the Tuition Assistance Regional Office (TARO) for approval and payment.)

(27) Assist personnel in completing requests for change of program (VA 22-1995) and application for enrollment certification (VA 22-1990a) and verify eligibility.

(28) Assist personnel in preparing and submitting the Application for the Evaluation of Educational Experiences During Military Service (DD 295), when requested.

(29) Provide the following classification services (where applicable per paragraph 403h).

(a) Conduct enlisted personnel classification testing and Armed Services Vocational Aptitude Battery (ASVAB) retesting.

(b) Conduct classification interviews and counselling.

(c) Prepare and submit required personnel classification reports.

(30) Process conversions to the TAR program, recalls to active duty for general assignment, Active Duty for Special Work (ADSW)/One Year Recall (OYR) (formerly termed TEMAC), 10 U.S.C. 265 recalls, Fleet Reserve and retirement recalls, and ROTC recalls to active duty.

(31) Provide personnel-related information and referral service to retirees to the maximum extent possible.

30 AUG 1993

(32) At PERSUPP DETS which support brigs, provide an officer or senior enlisted as a member of the brig disposition board.

b. Pay Support Services

(1) Maintain officer and enlisted Personnel Financial Records (PFR's) for personnel assigned to supported commands and activities per pertinent directives.

(2) Prepare SDS events/OCR documents to report pay actions as required by pertinent directives, complying with the PAYPERSMAN or SDSPROMAN, as applicable.

(3) Provide information and advice to personnel and supported commands and activities on pay entitlements and required procedures.

(4) Verify member's pay when requested by proper authority.

(5) Process claims for pay, allowances and travel of Naval Reservists on annual training (AT) and inactive duty training (IDT) at customer commands.

(6) Make payments of accrued pay and allowances to transient personnel of the Navy and other uniformed services per PAYPERSMAN/SDSPROMAN.

(7) Process regular and special payrolls. Prepare pay voucher for Naval Reservists on ADSW under 30 days and AT in accordance with PAYPERSMAN part eight.

(8) Pay travel advances to military and civilian travelers and settle their travel claims.

(9) Process military dependents' travel per diem advances.

(10) Process military dependents' emergency evacuation allowances.

(11) Make advance payments of pay and allowances to military personnel during mobilization or recall to active duty.

30 AUG 1993

(12) Process miscellaneous public vouchers.

(13) Render required financial returns.

c. Passenger Transportation Support Services

(1) Provide technical direction and advice regarding transportation entitlements, eligibility, and arrangements.

(2) Evaluate orders; determine authorized and cost-effective modes of travel, carriers and routings; and develop itineraries for official passenger travel.

(3) In conjunction with the commercial travel office, arrange for air, bus, and rail reservations and ticketing, rental vehicles and lodging services to include bachelor quarters.

(4) Submit Passenger Reservation Requests (PRRs) and port calls to the Navy Passenger Transportation Office (NAVPTO), as required.

(5) Issue United States Government Transportation Requests (GTRs), meal tickets, and AMC Transportation Authorizations, as required.

(6) Counsel travelers concerning their mode of transportation, connections, airports, supporting activities at origin and destination and other matters that may be of importance to the traveler.

(7) Process passport and visa applications for official travel.

502. Interface Functions. The following functions are accomplished partly by the customer command and partly by the PERSUPP DET.

a. Administrative Discharges

CUSTOMER COMMAND: Initiates process.

PERSUPP DET: Provides service record data and technical assistance.

CUSTOMER COMMAND: Prepares/submits discharge request. Sends copy to PERSUPP DET. Ensures PERSUPP DET is information addressee

30 AUG 1993

on all message requests. Schedules separation physical and ensures completion. Completes pre-separation counseling/transition assistance and annotates properly in service record.

PERSUPP DET: Files copy of discharge request in member's service record.

CUSTOMER COMMAND: Immediately notifies PERSUPP DET on receipt of discharge authority and provides copy.

PERSUPP DET: Separates member.

b. Casualty Reports and Assistance

CUSTOMER COMMAND: Upon notification, obtains service record information from PERSUPP DET.

Appoints Casualty Assistance Calls Officer (CACO) or Standby CACO, if required.

Sends casualty message, info PERSUPP DET; completes follow-up message(s), as necessary.

Sends letter to next of kin (NOK) per MILPERSMAN.

PERSUPP DET: Provides service record information and technical advice.

In cases of death, closes out and forwards service, health, and dental records per MILPERSMAN 4210100. For recruit trainees, navy veterans (NAVETs), and other service veterans (OSVETs) who have not completed training/indoctrination, forwards original service record documents to BUPERS (Pers-313C) per MILPERSMAN 5030130.

30 AUG 1993

Pays death gratuity per Department of Defense Pay and Entitlements Manual (DODPM) 40510 and table 4-5-5.

c. Disciplinary Processing

(1) Unauthorized Absences (UAs)

CUSTOMER COMMAND:	Provides PERSUPP DET a list of unauthorized absentees (Uas) daily. Notifies NOK and Reserve chaplain in accordance with MILPERSMAN. Prepares deserter message and DD 553, if required, copies to PERSUPP DET.
PERSUPP DET:	Prepares NAVPERS 1070/606, if applicable, makes service record entries, files copies of deserter message and DD 553. Forwards service, health, and financial records to Pers-842 on 181st day of UA per MILPERSMAN. (Also processes UAs from deployed ships or other non-local activities for personnel apprehended by armed forces police, shore patrol, military police or civilian law enforcement agencies, including returned UA/deserter declaration messages, technical arrest orders, etc.) For a recruit trainee or NAVET/OSVET who has not completed training/indoctrination and is declared a deserter, forward original service record documents to Pers-313 per MILPERSMAN 5030130.
CUSTOMER COMMAND:	Immediately notifies PERSUPP DET upon return of UA/deserter personnel. Notifies NOK/Reserve chaplain, if applicable. Notifies PERSUPP DET of administrative determination on how UA is to be charged. Prepares return deserter message, information copy to PERSUPP DET.

30 AUG 1993

PERSUPP DET: Completes NAVPERS 1070/606, if applicable, makes service record entries and files copy of return deserter message in service record.

(2) Non-judicial Punishment/Courts-Martial

CUSTOMER COMMAND: Immediately after mast or courts-martial, forwards signed Report of Disposition of Offense, or copy of Report of Results of Trial and the Convening Authority's Action and Court-Martial Order, as applicable, and service record to PERSUPP DET.

PERSUPP DET: Prepares NAVPERS 1070/607 and makes service record entries. Annotates Report of Disposition of Offense or copy of Report of Results of Trial, as applicable. Returns form to customer command.

(3) Confinement and Prisoner Processing

CUSTOMER COMMAND: Notifies PERSUPP DET when personnel are placed in confinement. Prepares NAVPERS 1640/4 (Confinement Order). Obtains medical and dental records. If confinement is pretrial or 30 days or less, prepares temporary additional duty orders (TAD) orders. Assumes custody of or transfers member's personal belongings, as appropriate. Monitors status of individual's case and provides assistance, as required.

PERSUPP DET: If confinement is pretrial or 30 days or less, prepares detaching endorsement on TAD orders and provides service and pay records to escort personnel or forwards to brig. If confinement is greater than 30 days, prepares standard transfer order (STO), detaching endorsement, diary loss (if applicable) and makes service record entries. Provides orders,

30 AUG 1993

TRANSIENT PERSONNEL
UNIT (TPU)/CONSOLIDATED BRIG

service and pay records to escort personnel or forwards to brig.

Advises supporting PERSUPP DET of arrival of prisoners and forwards service and pay records after initial processing. Notifies PERSUPP DET at least 3 days prior to transfer to another brig. Informs convening and supervisory authorities of transfer.

Notifies PERSUPP DET at least 21 days prior to release date so timely availability report can be submitted, if required.

Advises PERSUPP DET of any special transportation requirements or if member will be authorized leave enroute. Notifies PERSUPP DET of members to be processed for appellate leave. Initiates administrative discharges, when appropriate.

TPU/BRIG PERSUPP DET:

Endorses orders. Submits diary, if applicable, for those received for temporary duty (TEM DU) (31 days or more). Requests service, medical, dental, pay records by message if not received. Submits availability reports, if required. Processes appellate leave, if applicable, per NAVMILPERSCOMINST 1900.2A. If required, prepares orders, endorsement, makes service record entries, arranges any non-local transportation required to transfer member from brig, and ensures orders, all records, travel documents are in order and available to brig 1 working day prior to prisoner's release.

30 AUG 1993

d. Enlisted Evaluations

PERSUPP DET: Provides a listing of personnel requiring evaluations.

CUSTOMER COMMAND: Prepares evaluations, counsels member and obtains member's signature per Navy Enlisted Performance Evaluation Manual, BUPERSINST 1616.9A.

Prepares referral letter/NAVPERS 1070/613, as applicable, if evaluation is adverse. Endorses member's statement, if any.

Distributes smooth evaluations and any related letters/documents per BUPERSINST 1616.9A, ensuring member is provided copy prior to forwarding service record copy to PERSUPP DET. Maintains activity copy.

Ensures evaluations on transfer/separation are completed and the service record copy is forwarded to the PERSUPP DET no later than 5 working days prior to transfer/separation or 15 days after report ending date for regular evaluations.

PERSUPP DET: Makes service record entry and files evaluation in member's record.

Provides tickler list to customer command for any evaluations not received within 30 days after end of reporting period.

e. Enlisted Personnel Action Requests (NAVPERS 1306/7's)

CUSTOMER COMMAND: Interviews and counsels member. Prepares and submits NAVPERS 1306/7, retains a copy for tickler file, and provides a copy to PERSUPP DET.

PERSUPP DET: Files copy in service record. Upon receipt of Enlisted Personnel

8 0 AUG 1993

Assignment Document (EPAD), notifies customer command PLR of action taken.

CUSTOMER COMMAND: Upon return of request, notifies PERSUPP DET of any changes to member's status.

f. Examinations and Advancement

(1) Performance Tests and Military Leadership Examinations

HOST COMMAND: Provides testing site with sufficient space for the administration of tests.

PERSUPP DET: Coordinates with the Host Command for testing site.

Publishes dates, times, and places exams will be administered, and requirements for participation.

Prepares and forwards to customer command advancement eligibility status reports for command's verification.

PERSUPP DET: Administers and grades exams. Provides results to member's command.

Makes service record entries.

If requested, administers and scores exams for members of the Naval Sea Cadet Corps (NSCC) and authenticates results in the cadet service jacket.

NOTE: Administration of performance tests and military leadership exams by the customer command is authorized. The customer command must advise the PERSUPP DET well in advance of the Navy-wide exam cycle and will assume responsibility for prerequisite testing for all its eligible personnel. In such cases, the customer command will be responsible for ordering, storing, and controlling all exam materials. There will be no transfer of billets from the PERSUPP DET to the customer command if this option is selected.

30 AUG 1993

(2) Navy-wide Advancement Examinations for E-4 to E-7

HOST COMMAND:	Provides testing site with sufficient space to accommodate the estimated number of personnel taking the advancement examination.
PERSUPP DET:	Coordinates with Host Command for testing site Publishes the dates, times, and place(s) the exams will be administered, based on the Advancement Manual and the NAVADMIN announcing the exams. Provides a listing of personnel eligible to participate based on time-in-rate (TIR).
CUSTOMER COMMAND:	Updates the TIR listing, as necessary, to reflect advancement recommendations. Signs and returns list to PERSUPP DET.
PERSUPP DET:	Verifies completion of requirements. Provides listing identifying personnel recommended for advancement and their eligibility status (requirements completed/missing).
CUSTOMER COMMAND:	Counsels members to ensure missing eligibility requirements are completed prior to the established cut-off date.
PERSUPP DET:	Orders and maintains custody of examinations. (See note). Prepares worksheets and ensures worksheets are signed by members prior to exam date. Notifies customer command of proctors required, uniform requirements for the exams and other pertinent information. Requests designation of officers for membership on enlisted examining board.

30 AUG 1993

CUSTOMER COMMAND: Ensures assigned personnel sign worksheets on dates established by PERSUPP DET. Advises PERSUPP DET of officers to be appointed to examining board, identifies proctors, and ensures all personnel are notified of the date, time, place, and uniform requirement for the examination.

PERSUPP DET: Administers examinations, forwards answer sheets, and disposes of examination booklets per the Advancement Manual.

Verifies the Examination Status Verification Report (ESVR) and initiates action to correct any discrepancies. Forwards copy of ESVR to customer command.

Forwards copy of Rate Change Authorization (RCA) to customer command.

CUSTOMER COMMAND: Upon receipt of ESVR/RCA from PERSUPP DET, determines if advancement recommendations on all personnel remain valid.

Notifies PERSUPP DET of any personnel no longer recommended or if CO desires to hold advancement in abeyance. If recommendation has been withdrawn, prepares and distributes required special evaluation.

Prepares frocking certificates or letters, if desired.

PERSUPP DET: If notified that a member is no longer recommended, takes action to invalidate exam and makes required service record entries. If notified advancement is to be withheld, takes action to prevent automatic advancement.

30 AUG 1993

Prepares NAVPERS 1070/613 for personnel being frocked.

Prepares advancement certificates on advancement for pay purposes and forwards to customer command for signature and presentation. Makes service record entries.

NOTE: (1) When the PERSUPP DET has no qualified personnel to take custody of exams, the senior member of the local examining board shall assume responsibility for and take custody of the examinations.
(2) Refer to the Advancement Manual, BUPERSINST 1430.16D for the requirement to have a local examining board and their responsibilities and duties.

(3) E-2/E-3 Advancements

PERSUPP DET:	Provides listing of personnel eligible for advancement to E-2/E-3 to each customer command monthly.
CUSTOMER COMMAND:	Upon receipt of the listing, notifies PERSUPP DET of those personnel not to be advanced. Notifies member of advancement.
PERSUPP DET:	Effects advancement and makes service record entries.

g. Fleet Reserve/Retirements

CUSTOMER COMMAND:	Counsels member. Prepares and submits letter request for retirement to BUPERS and provides copy to PERSUPP DET. Forwards Fleet Reserve request with command recommendation to PERSUPP DET.
PERSUPP DET:	For enlisted personnel, computes eligibility for Fleet Reserve/retirement and prepares NAVPERS 1830/1. Obtains member's signature and forwards request to customer command for endorsement, if required, or to BUPERS.

30 AUG 1993

Notifies customer command on receipt of approval/disapproval, or, in the case of officers, their retirement orders.

CUSTOMER COMMAND:

Notifies PERSUPP DET immediately of any request for modification or cancellation. Prepares and endorses request and modification or cancellation of retirement and forwards copy to PERSUPP DET. Not later than 90 days before discharge, ensures separating service member (officer and enlisted) has received required preseparation counseling and transition assistance. Annotate completion of both in the service record.

PERSUPP DET:

For enlisted personnel, forwards request for modification or cancellation, if any. Notifies customer command on receipt of reply. Processes Fleet Reserve transfer or retirement, as applicable, complying with pertinent directives.

CUSTOMER COMMAND:

Schedules Fleet Reserve/Retirement physical examination and appropriate ceremony.

h. Hardship Discharge/Humanitarian Reassignment Requests

(1) Request by Member Attached to Command Supported by PERSUPP DET

CUSTOMER COMMAND:

Interviews and briefs member concerning requirements for separation or transfer, as applicable. Assists member in obtaining necessary statements.

PERSUPP DET:

Provides technical advice and service record information.

CUSTOMER COMMAND:

Prepares member's request in proper format.

30 AUG 1993

Prepares first endorsement and forwards per MILPERSMAN, copy to PERSUPP DET.

PERSUPP DET:

Files copy in service record.

If separation/reassignment approved, command processes in accordance with pertinent directives, including required preseparation counseling and transition assistance.

(2) Member Reports to Command Supported by a PERSUPP DET from an Activity not within the PERSUPP DET'S Cognizance

CUSTOMER COMMAND:

Directs member to local PERSUPP DET for processing.

PERSUPP DET:

Notifies member's permanent duty station per the TRANSMAN, info PERSUPP DET supporting member's permanent duty station, if applicable.

Assists member in preparing request. Prepares first endorsement.

If request is not submitted within 15 days, notifies member's permanent duty station per TRANSMAN.

If request approved, sends message to member's permanent duty station requesting service, health, dental, and pay record, and personal effects. Provides pertinent information to facilitate preparation of evaluation and complete personnel accounting action. Processes separation/transfer. If request disapproved, notifies member's permanent duty station, endorses/prepares orders, if required, and returns member to permanent duty station.

In cases of reassignment, prepares availability report within prescribed time frame after the temporary duty-

30 AUG 1993

humanitarian assignment (TD-HUMS)
period.

(3) Member Reports to Customer Command Geographically
Separated from Supporting PERSUPP DET

CUSTOMER COMMAND: Notifies member's permanent duty
station per TRANSMAN, inform
supporting PERSUPP DET and PERSUPP DET
supporting member's permanent duty
station, if applicable.

Assists member in preparing request.
Prepares first endorsement.

If member's service and pay record are
held, forwards to PERSUPP DET when
separation/reassignment request is
submitted.

If request is not submitted within 15
days, notifies member's permanent duty
station per TRANSMAN.

PERSUPP DET: If request is approved, sends message
to member's permanent duty station
requesting records and personal
effects and providing pertinent
information to facilitate preparation
of evaluation and completion of
personnel accounting action.

On receipt of records, contacts the
customer command/individual to obtain
information to complete separation/
transfer.

CUSTOMER COMMAND: Arranges separation physical, if
appropriate, obtains member's
signature or forms, and returns all
documents to the PERSUPP DET.

PERSUPP DET: Processes separation documents.
Forwards copies of appropriate
documents and any final paycheck to
member's home address.

30 AUG 1993

In cases of reassignment, prepares availability report within prescribed time frame of end of TD-HUMS period. If request is disapproved, endorses or prepares orders, if required, and forwards to customer command to return member to his/her permanent duty station.

i. Health and Comfort Payments

CUSTOMER COMMAND: Completes DD 504 (Request and Receipt for Health and Comfort Supplies) and forwards to PERSUPP DET for verification of member's pay status. Following receipt of supplies/uniform items by member, ensures original and copy 1 of DD 504 is forwarded to PERSUPP DET.

PERSUPP DET: Verifies member's pay status and returns form to customer command. Following receipt of supplies/uniform items by member, deducts funds from member's pay account and issues payment to the exchange with copy 1 of DD 504. Attaches original DD 504 to retained copy of payroll.

j. Hospitalization

HOSPITAL: Notifies all commands concerned of member's status. Requests preparation of TEMADD or TEMDU (Treatment) orders, as applicable.

CUSTOMER COMMAND: If treatment is expected to be less than 31 days for personnel serving on sea duty (Type 2, 4, or 8) or less than 91 days for personnel serving on shore duty (Type 1, 3, 6, or 7) or neutral duty (Type 5), prepares and forwards TEMADD orders as requested by the hospital.

If treatment is expected to be greater than 30 days for personnel serving on

30 AUG 1993

sea duty (Type 2, 4, or 8) or greater than 90 days for personnel serving on shore duty (Type 1, 3, 6, or 7) or on neutral duty (Type 5), notifies supporting PERSUPP DET. Prepares transfer evaluation.

PERSUPP DET:

If expected stay is greater than 30 days for personnel serving on sea duty (Type 2, 4, or 8) or greater than 90 days for personnel serving on shore duty (Type 1, 3, 6, or 7) or neutral duty (type 5), prepares TEMDU (Treatment) orders, endorsement, makes diary entry (if required), passes orders and records to customer command for delivery to PERSUPP DET supporting hospital, or forwards to PERSUPP DET by courier or mail.

HOSPITAL
PERSUPP DET:

Gains member to the hospital.
Maintains service and pay records.

HOSPITAL:

Performs command functions for patients assigned, including those members hospitalized in non-naval medical treatment facilities within the geographical area assigned by BUMED.

Requests another command nearer to the non-naval medical treatment facility to establish liaison with the treatment facility and the member when deemed necessary to properly administer the patient.

Prepares Physical Evaluation Board orders.

Notifies supporting PERSUPP DET of date for release from treatment.

HOSPITAL
PERSUPP DET:

Submits availability report per TRANSMAN.

30 AUG 1993

Transfers member on receipt of orders. If orders not received by completion of hospitalization, or if member is within 3 months of expiration of active obligated service (EAOS), complies with MILPERSMAN and TRANSMAN concerning transferring member to a TPU or activity with an "others" account.

k. Limited Duty (LIMDU) Processing

PERSUPP DET: Establishes tickler system per TRANSMAN. Requests medical reevaluation appointment.

Notifies member's command of reevaluation appointment date/time and other information considered necessary.

Submits required monthly expired projected rotation date (PRD)/LIMDU report.

CUSTOMER COMMAND:

Ensures member reports for reevaluation appointment.

Upon completion of reevaluation appointment, ensures member reports to PERSUPP DET for availability interview.

PERSUPP DET:

Submits and tracks availability report, initiating timely tracer action, if required.

Processes transfer orders on receipt.

l. Name Changes

CUSTOMER COMMAND:

Types letter/CO endorsement for member's request. Mails letter to BUPERS (Pers-312), copy to PERSUPP DET.

30 AUG 1993

PERSUPP DET: Files copy of letter request in service record.

BUPERS: Replies to request directly to the member via his/her CO, with a copy to PERSUPP DET.

MEMBER: Upon receipt of correspondence approving name change, delivers copy to PERSUPP DET, Medical, and Dental.

PERSUPP DET: Makes appropriate changes to member's personnel and pay records. Issues new ID Card.

m. Navy Enlisted Classification Code (NEC) Requests

CUSTOMER COMMAND: Determines requirement and justification for NEC assignment/change.

Prepares and submits NAVPERS 1221/1 or NAVRES 1220/1 copy to PERSUPP DET. Monitors final assignment of requested NEC. Notifies PERSUPP DET when NEC has been approved or disapproved.

PERSUPP DET: When the NEC is reflected in the EDVR, makes service record entry.

n. Officer Promotions

CUSTOMER COMMAND: Prepares all promotion (including frocking), augmentation, and selection notifications and related acceptance documents. Forwards appropriate copies to PERSUPP DET.

PERSUPP DET: Files copy of promotion document in service record. Processes ID card application(s).

o. Overseas and Special Duty (Corrections Counselor, Instructor, Recruiter, Recruit Company Commander, New Construction) Screenings.

PERSUPP DET: Screens service record for eligibility. Forwards copy of orders and screening forms to customer

30 AUG 1993

command. When screening is completed, prepares Page 13 entry. Tracks screening process. Ensures completed by required due date per ENLTRANSMAN and OFFTRANSMAN.

CUSTOMER COMMAND:

Conducts screening for eligibility, interviews member, ensures required medical/dental screenings are completed per the ENLTRANSMAN and OFFTRANSMAN. Makes final determination of eligibility of member and dependents. Completes screening form and forwards to PERSUPP DET. Sends any interim status messages and final certification message, as required per the ENLTRANSMAN and OFFTRANSMAN.

PERSUPP DET:

Review returned forms/paperwork to verify completion and accuracy. Makes service record entries.

p. PCS Transfer

PERSUPP DET:

Upon receipt of assignment documents, review the message orders/transfer directive/enlisted personnel assignment document (EPAD), decodes all comply with items. If necessary provides copy to customer command for delivery to member.

CUSTOMER COMMAND:

Provides PERSUPP DET the following information:

- Transfer date.
- Enlisted transfer evaluation.
(Minimum of 5 days prior to transfer).
- Suitability for overseas duty or special programs duty, if applicable.
- Desired number of copies of orders for household effects (HHE)/privately

30 AUG 1993

owned vehicle (POV) shipment, if applicable.

- Member's travel mode preference, desire for and approval of advance pay/travel pay.

- Member's desire for sponsor.

- When overseas travel is involved, provides information needed for entry request, port call, dependents' travel, passports, etc.

PERSUPP DET:

Provides copies of orders as required. Prepares and forwards NAVPERS 1330/2 (sponsor form).

For Continental United States (CONUS) travel, arranges commercial transportation for member and dependents, if requested.

When overseas travel is involved, initiates request for dependent entry approval and no-fee passport (DD 1056), if required. Prepares DD 884. Submits PRR to NAVPTO for transportation for member and dependents. Conducts DEERS check and makes required service record entry and update NAVPERS 1070/602.

Receives port call from NAVPTO and provides appropriate transportation documents to the traveler. Briefs the traveler on the travel arrangements provided.

Prepares service record entries, detaching endorsement, appends port call to orders when overseas travel involved, and assembles service, pay health, and dental records. Ensures compliance with all instructions contained in the orders.

30 AUG 1993

Briefs member per ENLTRANSMAN 23.013 and 4.32 and OFFTRANSMAN 3.12. Prepares service record entries, if required; checks for accuracy and completeness of all records prior to check-out.

Publishes procedures for check-out at times outside normal working hours.

Collects and forwards Travel Information (TIF) cards.

q. Personnel Reliability Program (PRP)

CUSTOMER COMMAND:

Conducts pre-certification screening including obtaining medical exams.

Completes PRP certification form and forwards to PERSUPP DET.

Conducts required rescreenings and recertifications and updates certification form, as required.

Completes action required for termination from program and informs PERSUPP DET.

PERSUPP DET:

Files PRP certification form in service record and ensures record contains NAVPERS 5510/1 ("pink identifier").

Prepares service record entries on termination of eligibility for PRP.

Supports inspections by making service records available for review per paragraph 403c(3) of this manual.

Ensures record of PRP actions is contained in service record on transfer or separation. Removes NAVPERS 5510/1 ("pink identifier") prior to transfer.

30 AUG 1993

Screens service records for previously approved clearances, when requested.

r. Record Entries Containing Adverse Material

CUSTOMER COMMAND: Informs and counsels member. Completes action required by U.S. Navy Regulations, 1990, Articles 1122 and 1124.

Forwards material or copy of material, as appropriate, along with referral letter/Page 13, and member's statement or notation that statement is not desired, to BUPERS for filing in official record. Forwards copy to PERSUPP DET for filing in local service record.

PERSUPP DET: Provides advice to customer command, as requested.

Files material in service record.

s. Reenlistments/Separations

CUSTOMER COMMAND: Interviews and briefs member concerning requirements for reenlistment. When required, prepares rough ENCORE message using format contained in Diary Message Reporting System Manual (DMRSMAN), section 12.

Not later than 45 days prior to EAOS or desired reenlistment date, notifies PERSUPP DET as to member's intentions.

Obtains approval from appropriate authority.

Prepares and releases selective reenlistment bonus (SRB) message if applicable, include PERSUPP DET as information addressee.

Prepares and submits GUARD or assignment requests, if appropriate.

30 AUG 1993

Schedules separation/reenlistment physical and ensures completion. Not later than 90 days before discharge, ensures separating service member (officer and enlisted) has received required preseparation counseling/transition assistance and is properly annotated in service records.

Forwards service record copy of performance evaluation to PERSUPP DET not later than 5 working days prior to member's separation (if not immediately reenlisting).

Prepares applicable certificates. Arranges and conducts appropriate ceremony, if applicable.

PERSUPP DET:

Interviews member to obtain required information.

Verifies ENCORE message format and releases ENCORE request. Provides customer command with a copy and files a copy in the service record.

Assists member in completing retention/separation questionnaire and forwards per current directives.

Completes reenlistment/separation processing.

t. Indebtedness Waiver or Installment Liquidation Requests

PERSUPP DET:

Provides written notification to member and conducts interview.

CUSTOMER COMMAND:

Reviews and approves/disapproves installment liquidation schedule, if required by DODPM.

Assists member in preparing waiver request. Completes first endorsement.

30 AUG 1993

PERSUPP DET: Completes second endorsement to waiver request and forwards.

u. Security Clearances

(1) At RTC's (Recruit Clearances)

PERSUPP DET: Ensures entrance national agency check (ENTNAC) results are documented on OPNAV 5520/20 prior to recruit's transfer.

If ENTNAC results are not received by day of classification (week 3, day 1), checks clearance information in SDS and, if investigation results appear, transcribes information to OPNAV 5520/20. If investigation results are not reflected, sends message to Department of the Navy Central Adjudication Facility (DON CAF), Washington, DC 20388-5029, requesting results. Message will include: full name (including maiden, if applicable), alias, SSN, date and place of birth, scheduled transfer date. If reply not received from DON CAF by transfer date, files copy of message in service record and effects transfer.

Ensures any security clearance "comply with" items are completed prior to effecting transfer and files copies of initiated investigations in service record.

(2) At Other Commands and RTC Staff Clearances

CUSTOMER COMMAND: Initiates request for security investigation and requests to verify completed investigations, when required. Provides copy to PERSUPP DET for filing in service record.

Submits clearance request to the Central Adjudication Facility (CAF).

30 AUG 1993

Completes OPNAV 5520/20 when clearance is received. Forwards original OPNAV 5520/20 to PERSUPP DET for filing in service record, forwards copy to BUPERS, retains copy for command files. Updates OPNAV 5520/20 as required.

Certifies clearance for TEMADD and other purposes, as needed.

PERSUPP DET:

Upon receipt of member and prior to transfer, verifies presence of OPNAV 5520/20 in service record. If service record does not contain a completed OPNAV 5520/20, notifies customer command to initiate clearance verification.

Files copies of documents pertaining to security investigations, and OPNAV 5520/20 in service record.

Provides customer command with information on security investigations and/or clearance as contained in member's record, when requested.

Upon receipt of PCS orders requiring security clearance investigation, notifies customer command. Ensures transfer is not effected until "comply with" items are completed and copy of initiated investigation is filed in service record.

v. Special Compensation

(1) Hazardous or Special Duty Pay

CUSTOMER COMMAND:

Requests duty involving flying-crew member (DIFCREW) orders when required or initiates duty involving flying-temporary (DIFTEM) orders. Prepares flight deck orders.

30 AUG 1993

Notifies PERSUPP DET of assignment of personnel to hazardous or special duty involving temporary flying (non-crew member) or permanent flying duty.

Provides copy of flight deck orders to PERSUPP DET.

Advises PERSUPP DET of signature authority for NAVCOMPT 3062.

PERSUPP DET:

Prepares NAVCOMPT 3062 upon notification of air crew qualification from customer command, or upon receipt of flight deck orders, as applicable.

Makes service record entries, if applicable.

Verifies member possesses or has been recommended for appropriate NEC's, if applicable.

Forwards NAVCOMPT 3062 to customer command for signature.

CUSTOMER COMMAND:

Provides required certifications to PERSUPP DET on continuing entitlement to flight pay, and provides certification of flight deck minimums for each month of entitlement.

Provides advance notice to member prior to termination of crew member flight status.

Provides PERSUPP DET, annually and upon detachment, summary or total flight time on all crew members or non-crew members.

PERSUPP DET:

Makes service record entries as required by current directives.

Prepares required pay documents/ events.

30 AUG 1993

(2) Special Duty Assignment Pay (SDAP)

CUSTOMER COMMAND: Notifies PERSUPP DET when SDAP for individual is to be started/stopped or increased/decreased.

PERSUPP DET: Verifies member's eligibility with service record data.

Prepares NAVCOMPT 3060/SDS event.

CUSTOMER COMMAND: Conducts annual SDAP verification and forwards copy of any changes required to PERSUPP DET.

PERSUPP DET: Prepares NAVCOMPT 3060/SDS event. Notifies headquarters as required. Prepares NAVPERS 1070/613 entry, if required.

(3) ACIP, Nuclear Continuation Pay, Physicians Additional Special and Medical Incentive Pays, Dental Continuation Pay and Other Special Compensation Awards

CUSTOMER COMMAND: Verifies entitlement and prepares required letters with a copy to PERSUPP DET.

PERSUPP DET: Prepares required pay documents/events.

w. Special Duty Designation Qualification/Disqualification (SW, AW, SS, DV, NAC, Brig/Correctional Custody Unit, Recruiter, etc.)

CUSTOMER COMMAND: Certifies qualification or disqualification. Forwards any required letters/documents to appropriate authority per directive governing program.

Prepares and submits NEC change request, per paragraph 1 above, if required.

Forwards pertinent documents to PERSUPP DET for recording in service record.

30 AUG 1993

PERSUPP DET: Makes service record entries and completes any personnel accounting action required.

Submits availability report, if required.

x. Special Program Applications

CUSTOMER COMMAND: Screens applicant for eligibility and certifies that member meets all criteria for program requested. Assists member with application.

Schedules member for physical exam, if required.

PERSUPP DET: Assists in determining eligibility and helps member obtain documents for submission of formal written application.

CUSTOMER COMMAND: Establishes the interview board, if required.

Types member's formal application.

Prepares command endorsement.

Forwards original, as required, and provides copy to PERSUPP DET.

PERSUPP DET: Files copy in service record.

y. Temporary Additional Duty (TEMADD)

CUSTOMER COMMAND: Prepares all TEMADD orders. If service and/or pay records are to accompany member, delivers orders to PERSUPP DET at least 5 working days in advance of departure.

Arranges transportation through PERSUPP DET.

30 AUG 1993

If overseas travel is involved, prepares DD 1056 for passport/ visa, if required, and forwards to PERSUPP DET for processing as soon as travel requirements are known.

Sends visit request or area clearance request, as required.

If member reports for TEMADD with service and/or pay records, directs member to PERSUPP DET for processing.

If order modification required, sends request to member's permanent duty station.

PERSUPP DET:

Arranges transportation. If overseas travel is involved, submits PRR to NAVPTO and processes passport/visa application, if required.

Prepares service record entries and detaching and/or reporting endorsements to orders if service and/or pay records accompany member.

Effects any order modification approved by member's permanent duty station.

CUSTOMER COMMAND:

Assists member in completing travel claim (DD 1351-2). Ensures travel claim is complete, supported by proper endorsements and receipts, and reimbursement claimed is reasonable.

Ensures claim is submitted to PERSUPP DET within prescribed time period after member's return.

PERSUPP DET:

Makes service record entries and prepares reporting endorsement for returning member if service and/or pay records accompany him/her.

30 AUG 1993

Processes travel claim within prescribed Navy time period. Prepares NAVCOMPT 3060 to credit any leave taken while TAD and not credited on NAVCOMPT 3068.

z. UCMJ Article 137 Briefings

CUSTOMER COMMAND: Advises member concerning provisions of Article 137, UCMJ and the types of discharges. Submits signed NAVPERS 1070/613 to PERSUPP DET upon completion.

PERSUPP DET: Files NAVPERS 1070/613 in service record.

aa. Unit Awards

CUSTOMER COMMAND: Prepares certificates/letters, as desired. Forwards certificates/letters to entitled personnel who have detached. Obtains medals/ribbons, as required.

Identifies award recipients still on board to PERSUPP DET for service record entry.

PERSUPP DET: Assists in locating detached personnel.

Makes service record entry.

bb. Active Duty for Special Work (ADSW) and 1 Year Recall (OYR)

CUSTOMER COMMAND: Identifies and qualifies candidate. Submits request to BUPERS/ Commander, Naval Recruiting Command (COMNAVCRUITCOM) for ADSW/OYR officer/enlisted orders. BUPERS/ COMNAVCRUITCOM will issue orders/modifications to orders and notify PERSUPP DET via message or telephone authority of candidates name, period of active duty and reporting activity.

30 AUG 1993

PERSUPP DET:

Ensures member has authorization to be brought/continued on ADSW/OYR.
Processes member in accordance with PAYPERSMAN Parts 1 and 8. Issues Active Duty ID Card if eligible in accordance with MILPERSMAN 4620200.

503. Overseas Functions. Overseas functions are those specific to areas located outside the Continental United States (CONUS). Due to differing circumstances resulting from such factors as status of forces agreements, serviced populations, geographic locale, etc., these functions are listed but not further detailed. Procedures for functions requiring PERSUPP DET support may be established by mutual agreement between the OIC of the PERSUPP DET and the CO of the customer command. Examples of the functions are listed below.

- Bilingual cards
- Civilian clothing allowance
- Command sponsorship
- Concession vehicle administration
- Dependents area entry approval
- DOD civilian employee exchange/commissary card administration
- Early return of dependents to CONUS
- Emergency leave
- Environmental and Morale Leave (EML)
- Evacuation of dependents
- Foreign currency exchange
- Foreign dealers bills
- Foreign national document processing
- Gas ration coupon distribution
- Housing/cost of living allowance (COLA)/rent-plus
- Overseas discharge
- Overseas marriages
- Passport and visa processing
- Personal check-cashing service
- Privilege cards
- Ration/luxury cards
- Retiree assistance
- Retiree check distribution
- Student travel
- Temporary Lodging Allowance (TLA)

504. Residual Functions. The following are pay and personnel administration functions which are the sole responsibility of the customer command or require little interaction between the customer command and the PERSUPP DET. In some cases, the PERSUPP DET may be required to provide information from the service and/or pay records,

30 AUG 1993

report actions by submission of OCR documents/diary or SDS events, and file documents in the member's service record per the MILPERSMAN.

- Career counselling
- Congressional inquiries
- Daily musters
- Dependent Care Certificate (OPNAV 1740/1) for single member sponsors and military couples with dependents
- Officer and enlisted duty preferences
- Equal Opportunity Quality Indicators
- Exceptional Family Member (EFM) Program enrollment
- Correspondence course grading
- Indoctrination (PERSUPP DET may brief PERSUPP DET operations)
- Injury reports and Line of Duty (LOD) investigations
- Insurance allotment counselling
- Letters of indebtedness
- Liberty cards
- Manpower planning and administration
- Manning shortage actions (e.g., Unplanned Loss Reports (UPLR's))
- Montgomery GI Bill counselling
- Officer fitness reports
- Personal awards/recommendations/letters of commendation or appreciation, including procurement of medals/ribbons
- Physical Readiness Tests
- Reenlistment/retirement ceremonies
- Safekeeping of patient valuables
- Security access lists
- Security clearance terminations
- Service school quota requests
- Special pay authorizations
- Sponsor program administration
- Temporary flight orders and flight deck hazardous duty orders
- Weight Control Program